|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How to Apply for the Reach Fund** | | | | | | | | | | | |
| LOETB’s Learner Assistance I.T. fund supports the purchase of I.T. equipment to assist you in your studies. To apply for this fund, you must be currently attending a course that is a minimum of 8 weeks long and the item that you wish to purchase must be relevant and necessary to support you to complete your course. Please complete this form fully and submit it to your manager for approval **before** you buy the equipment. Please speak to your Teacher/Tutor or Learner Support Worker before completing your application for further information and support. Incomplete forms cannot be processed or approved.  You can apply for this funding under two strands:   1. First time applications: you can apply for funding up to €300.00 for a laptop, tablet, ACORN or item from the approved list. Please see Appendix 2. Complete the form fully and submit to your Centre or Service Manager for approval before you buy the equipment. You can only submit one application per calendar year. List of eligible items and non-eligible items can be found at Appendix 2, however, approval remains at the discretion of the Centre or Service Manager. 2. Applicants that have successfully applied for this fund previously can apply for funding up to €100.00. Complete the form fully and submit to your Centre Manager for approval before you buy the equipment. You can only submit one application per calendar year. List of eligible items and non-eligible items can be found at Appendix 2, however, **approval remains at the discretion of the Centre or Service Manager.**   If your application is successful, you will be informed in writing with instructions on how to proceed.  Closing date for applications is 06th October 2023 and the fund is now open  If you are not eligible to apply for this fund, please enquire in your Centre about the  Laptop Loan Scheme. | | | | | | | | | | | |
| **Section 1 – Personal Details** | | | | | | | | | | | |
| ***Full Name*** | | | ***Home Address*** | | | | | | | | |
|  | | |  | | | | | | | | |
| ***Phone Number*** | | |
|  | | |
| ***Email*** | | | ***PPSN*** | | | | | | | | |
|  | | |  | | | | | | | | |
| **Section 2 – Course Details** | | | | | | | | | | | |
| ***Name of Centre or Service You Attend and name of your Teacher/Tutor*** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| ***Course Name and Level*** | | | | ***Start Date (Month/Yr)*** | | | | | ***Approx. End Date*** | | |
|  | | | |  | | | | |  | | |
| **Section 3 – Qualifying Criteria** | | | | | | | | | | | |
| Are you in receipt of a DSP payment or dependent on an individual in receipt of a DSP payment? | | | | | | | Yes  No | | | | |
| If you answered yes above, what is the name of the payment?  ***Please provide evidence of this payment*** | | | | | | |  | | | | |
| Do you have a Medical Card?  ***Please provide evidence (photocopy/photo)*** | | | | | | | Yes  No | | | | |
| Are you in receipt of an LOETB payment?  (For example, Training Allowance, VTOS, Youthreach) | | | | | | | Yes  No | | | | |
| Are you in receipt of a SUSI grant or any other educational grant?  ***If yes, please provide evidence of this payment*** | | | | | | | Yes  No | | | | |
| **Section 4 – Strand 1: First Time Applicant for funding up to €300**  **Details of Equipment or Software** | | | | | | | | | | | |
| *Please give details below of the laptop, tablet or ACORN for which you wish to apply for this fund and the reason you need the item for your course.*  *If you receive approval in writing, you must provide an original, printed receipt, as copies will not be accepted. LOETB will hold the receipt and items cannot be exchanged without LOETB’s prior knowledge and consent.* | | | | | | | | | | | |
| ***Item Proposed (incl. Make/Model)*** | | ***Reason*** | | | | | | | | ***Cost*** | |
|  | |  | | | | | | | |  | |
| **Declaration** | | | | |  | | | | | | |
| I confirm that the information provided in this application is accurate, correct and complete and I consent to the processing of my data by LOETB. I am aware that any attempt to make a false application will not proceed. | | | | | | | | | | | |
|  |  | | | | |  | |  | | |  |
|  | Learner Signature | | | | |  | | Date | | |  |
|  |  | | | | |  | |  | | |  |
|  | Parent/Guardian (if Learner is under 18) | | | | |  | | Date | | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 4 – Strand 2: Learners who applied for funding previously (up to €100.00 available)**  **Details of Equipment** | | | | | | | |
| *Please give details below of the item for which you wish to apply for this fund and the reason you need the item for your course (Please see Appendix 2 for list of eligible/ineligible items).*  *If you receive approval in writing, you must provide an original, printed receipt, as copies will not be accepted. LOETB will hold the receipt and items cannot be exchanged without LOETB’s prior knowledge and consent.* | | | | | | | |
| ***Item Proposed (incl. Make/Model)*** | | ***Reason*** | | | | ***Cost*** | |
|  | |  | | | |  | |
| **Declaration** | | |  | | | | |
| I confirm that the information provided in this application is accurate, correct and complete and I consent to the processing of my data by LOETB. I am aware that any attempt to make a false application will not proceed. | | | | | | | |
|  |  | | |  |  | |  |
|  | Learner Signature | | |  | Date | |  |
|  |  | | |  |  | |  |
|  | Parent/Guardian (if Learner is under 18) | | |  | Date | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre/Service Manager Use Only** | | | |
| ***Date Received*** | ***Recommended*** | ***Signed by Centre/Service Manager*** | ***Date*** |
|  | **Yes  No** |  |  |
| **FMT Use Only** | | | |
| ***Approved*** | | ***Signed by FET Manager*** | ***Date*** |
| **Yes  No** | |  |  |
| **Amount to be Awarded** | | | |
| ***Item*** | | ***Applied For/Eligible*** | ***Amount*** |
|  | |  |  |

**Appendix 1**

**DATA PROTECTION**

Laois and Offaly Education and Training Board [LOETB], Castle Buildings, Tullamore, Co. Offaly is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LOETB can be contacted at [dpo@loetb.ie](mailto:dpo@loetb.ie).

The personal data supplied on this application form and further documentation sought to evidence the answers provided in this form, are required for the purpose of:

* Verification of identity and address
* Verification of socio-economic status
* Centre administration

all of which are tasks carried out to enable LOETB to identify learners most in need of assistance.

Failure to provide the requested information may result in the application being deemed invalid and an offer of assistance may not be made.

The personal data disclosed in this form may be communicated internally within LOETB for the purpose of determining the eligibility of the applicant to receive assistance. Such processing of personal data is carried out pursuant to Article 6(1).(a) of the GDPR such that the data subject consents to the processing of his/her data. The processing of special category data is processed pursuant to Article 9(2).(a) of the GDPR such that the data subject has given explicit consent thereto.

The personal data provided in this Application Form will be kept for 1 year upon completion of the programme unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with LOETB’s Data Retention Schedule, which can be found at www.loetb.ie .

 A copy of the full LOETB Data Protection Policy is available at <https://www.loetb.ie/data-protection>.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

**Appendix 2.**

|  |  |
| --- | --- |
| **Items that are eligible under the Reach Fund** | **Items that are not eligible under the Reach Fund** |
| First Application: Laptop | Air Pods |
| First Application: Tablet | Kindle |
| First Application: ACORN | Non-digital items |
| Printer | Speakers/Boombox |
| Headphones for Educational purpose | Software |
|  |  |